

**SECRET**

SAMPLE

ACCOUNTING SUMMARY

(1) BASE:                     

(2) PERIOD: 1 - 30 November 1963

(3) CASH ON HAND: Balance from 31 Oct 63 \$3,798.50

(4) RECEIPTS: \$2,075.25

See schedule attached

(5) TOTAL RECEIPTS: 2,075.25

(6) TOTAL TO ACCOUNT FOR: \$5,873.75

(7) ADVANCES, TRAVEL: 1,700.00

(8) CHECKS CASHED: 250.00

(9) EXPENSES: 30.55

(10) TOTAL TRANSFERRED TO HQRS: 1,980.55

(11) ADVANCES, LOCAL: - 0 -

(12) CASH ON HAND: 3,893.20

(13) BALANCE FORWARD TO NEXT PERIOD: 3,893.20

(14) TOTAL ACCOUNTED FOR: \$5,873.75

I certify that the expenditures stated above and any attachments were incurred on official business of a confidential nature; payment or credit has not been received and that this accounting is true and correct.

(15)

DETACHMENT COMMANDER**SECRET**

**SECRET**SCHEDULE OF RECEIPTS (Item 4)

<u>DESCRIPTION</u>	<u>REF</u>	<u>AMOUNT</u>
Refund from [REDACTED] Partial Refund of Advance made on 15 Oct 1963		\$ 75.25
Station Advance Received from Headquarters		<u>2,000.00</u>
TOTAL		<u>\$2,075.25</u>

25X1

(9-1)

(9-2)

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(9)

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### SCHEDULE OF ADVANCES

TO BE ACCOUNTED FOR AT HEADQUARTERS - ITEM 7

DATE OF ADVANCE

AMOUNT

NAME OF ADVANCEE

25X1

5 Nov 63

\$ 500.00

15 Nov 63

1,000.00

25 Nov 63

200.00

\$1,700.00

Total (3 Receipts attached)

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REQUEST FOR ADVANCE

NAME OF ADVANCEE:  AMOUNT: \$ 500.00 25X1  
PLACE:  25X1

I request an advance of funds in the amount stated above to be accounted for at Headquarters not later than ten (10) days after I return to my permanent duty post. I authorize deduction from my salary should I fail to effect settlement. I acknowledge receipt of funds in the amount of \$ 500.00.

5 November 1963

Date

LA

25X1

Signature of Advancee

(Attach to Schedule of Advances - Item 7)

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~~SECRET~~REQUEST FOR ADVANCENAME OF ADVANCEE:  AMOUNT: \$ 1,000.00 25X1PLACE:  25X1

I request an advance of funds in the amount stated above to be accounted for at Headquarters not later than ten (10) days after I return to my permanent duty post. I authorize deduction from my salary should I fail to effect settlement. I acknowledge receipt of funds in the amount of \$ 1,000.00 .

15 Nov 63

Date

 25X1  
Signature of Advancee

(Attach to Schedule of Advances - Item 7)

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(5)

~~SECRET~~REQUEST FOR ADVANCE

NAME OF ADVANCEE:  AMOUNT: \$ 200.00 25X1  
PLACE:  25X1

I request an advance of funds in the amount stated above to be accounted for at Headquarters not later than ten (10) days after I return to my permanent duty post. I authorize deduction from my salary should I fail to effect settlement. I acknowledge receipt of funds in the amount of \$ 200.00 - - - - -.

25 Nov 63  
Date

25X1  
Signature of Advancee

(Attach to Schedule of Advances - Item 7)

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I certify that the balance in my checking account is sufficient to cover the amount of this check.

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## SCHEDULE OF EXPENSES - ITEM 9

<u>DATE</u>	<u>AMOUNT</u>	<u>REFERENCE NUMBER</u>	<u>BRIEF DESCRIPTION (Attach Receipts)</u>
4 Nov 63	\$ 2.85	1.	Purchase of Maps of surrounding area for official use. Not available in Base Supply.
8 Nov 63	6.85	4.	Repair of Ground Handling Equipment. Welding - could not be done in Base Maintenance Shop.
18 Nov 63	5.85	6.	Registered Mail Charges for Official mail to Headquarters.
19 Nov 63	<u>15.00</u>	7.	Postage Stamps for use on Official Mail.
	<u><u>30.55</u></u>		Total Expenses

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~~SECRET~~CASH ON HAND -- ITEM 12PERIOD: 30 November 1963

Pennies	\$ <u>.20</u>
Nickels	<u>3.00</u>
Dimes	<u>5.00</u>
Quarters	<u>10.00</u>
Halves	<u>10.00</u>
Ones	<u>65.00</u>
Fives	<u>300.00</u>
Tens	<u>200.00</u>
Twenties	<u>300.00</u>
Treasury Checks	<u>3,000.00</u>
Other	<u>          </u>
	<u>          </u>
Total Cash (ITEM 12)	<u><u>3,893.20</u></u>
Advances, Local	
Cash Box Receipts:	<u>- 0 -</u>
	<u>          </u>
	<u>          </u>
Total (ITEM 11)	<u><u>- 0 -</u></u>

This is to certify that we have counted the cash on hand as of this date and the amount shown above is certified correct.

\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

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